

CCDA Narrative Monthly Budget Plan

Total Budget for FY 14-15 \$511,000.00

Current Month's expenditures:

\$37,481.95

NOTE: The fund categories can be re-allocated as needed.

PERSONNEL SERVICES

A. Salary and Benefits – Total: Budget \$350,000 FY 14-15

B. Position Count- 4

Commissioners (Per Diem), Executive Director, 2 Program Analysts, and Office Technician

Benefits include: health care, retirement, unemployment, and other staff benefits
(Current Month expenditures: \$20,369.29)

SPECIAL FUND ACCOUNT

Account: 0942304-8790-1945-501 Established for Non-General Funded Revenue

Current Deposit for Special Fund Account: **\$ 2,500.00**

Expenditures: **- 2,483.94** (Community Stakeholders

Gathering Oct 21st 2014)

Remaining Balance

\$16.06

Reporting as of January 31st, 2015

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OPERATING EXPENSES AND EQUIPMENT

C. General Expense-Budget Total: \$47,000.00

- **Office Supplies** including binders, file folders, printer paper, toner, staples, etc
- **Printing:** to include flyers, registration forms, handouts, workshop information, binding etc.
- **Phone and Internet Service:**
- **Postage:** Includes mailing, postage of flyers, program announcements, fiscal reports etc.
- **Meeting Support:** caption, meeting minutes, meeting rentals etc.

D. Facilities Operation- Total: \$39,000.00

- Monthly rent for Executive Staff office(current monthly cost \$3,120.75)

E. Travel – Total: \$8,000.00

- Travel includes local travel and TEC from all commission meeting travel

F. Training – Total: \$3,000.00

- Training scheduled for staff professional development and commissioner orientations

G. Consultant/Professional Services – Total: \$56,000.00

- Internal Contracts for Fiscal Services, Human Resources, and IT Services.

H. Information Technology – Total: \$8,000.00

- Website redesign, hosting, and hardware/software technical support

(Current Month expenditures for Operating Expenses: \$17,112.66)

Total: \$511,000.00

Reporting as of January 31st, 2015